

**COUNCIL ON
AGING
MEETING
MINUTES**

March 3, 2014 9:03am

Upton Senior Center – 2 Farm Street, Upton, MA 01568

In Attendance: Vice Chair; Grace Wadsworth, Secretary Myra Bigelow, Members Judith Katz, Judi Blanchard, Maria Griffin, Holly Whalen, Bobbi Grenard, Richard Provost, and COA Director Janice Nowicki.

1 The March 3rd Upton Council on Aging meeting was called to order at 9:03am by Vice-Chair Grace
2 Wadsworth.

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4 The meeting minutes of February 3rd were accepted with a minor typo.

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6 Director Nowicki passed out individual folders to the COA members that will store general
7 information. These folders will be kept in the COA office and will contain informational material,
8 i.e., Roberts Rules of Order, the Director’s monthly progress report, Holly’s Social Services report,
9 responsibilities of a COA member and the Town of Upton by-laws. The contract between the COA
10 and Tri-Valley Nutrition program will also be included.

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12 **DIRECTOR’S REPORT:**

13 Janice stated that it is her intention to meet with Memorial school Principal Debra Swain to discuss
14 ways to work together in new programs. Janice participated in the “Read across America” program
15 this month. It was noted that Sergeant Lisa Vass will be coming to the Upton Center every other
16 week on alternating Wednesday’s starting April 2nd and at Coach Road apartments the off weeks
17 to address questions Senior’s may have.

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19 **SOCIAL SERVICES REPORT:**

20 Holly Whalen, Social Services, noted that March is Social Services month. Holly informed the
21 members that in order to keep her certification, she is required to attend monthly SHINE meetings.
22 The meeting in March will cover disabilities. Last month Holly attended a round table discussion
23 at the Salvation Army on homelessness. This winter has been exceptionally busy with contracts
24 for SMOC, GNET, Upton Fuel Fund, SNAP and other related programs.
25 The coffee social at Millhaus was a great success with fifteen attendees. Discussion included future
26 events and other general information. Both the Director and Social Services reports were accepted
27 as written.

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29 **OLD BUSINESS:**

30 Once again the monthly Men’s Club supper was a great social time for all. COA Vice Chair Grace
31 Wadsworth checked in the individuals and commented that using this process instead of issuing
32 tickets made it more personal.

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34 **BUDGET DISCUSSION:**

35 The COA’s budget is an ongoing process. Janice met with the Board of Selectmen on February
36 18th. The funding for a second van driver is doubtful due to the rise in the student population thus
37 the increase in the school budget.
38 Janice has looked into using an outside vendor for publication of the Center’s newsletters. TCI
39 Press was contacted and presented Janice with a quote on printing the monthly newsletters. Their

40 quote however was on the high side and therefor will not work for the Center's budget. Janice is
41 looking into other possible vendors.

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43

44 **VOLUNTEER RECOGNITION:**

45 On Friday April 11th the Center will recognize those individuals that go above and beyond. Those
46 individuals include the Men's Club, Meals on Wheels volunteers, COA volunteers just to name a
47 few. Janice stated the need for more volunteers to answer the phone in the afternoons during the
48 week, on Friday's, special events and other times as needed.

49

50 **GENERAL DISCUSSION:**

51 The Meals on Wheel lunch schedule will be moved to 11:45am beginning in June. This will enable
52 the volunteer's time to clean up before the Center's events.

53 Tuesday March 4th will be the final yoga class which will be replaced by a new Tuesday program,
54 line dancing and a Sculpt and Stretch exercise program will take place on Friday's from 10:30-
55 11:30am.

56 Director Nowicki has researched ventures for the Eagle Scout project and came up with three
57 possibilities, disaster kits, food drive items and improving the senior patio area adjacent to the
58 kitchen and dining area.

59

60 **NEW BUSINESS:**

61 COA Member Gus Defresne has resigned from the Board however he is still planning on attending
62 the Center's events.

63 Janice is working on programs that will not interfere with other activities going on at the Center.
64 A creative activity will be planned each month for a small fee. It had been suggested in adding an
65 additional shopping trip to the monthly schedule. Preference was focused on Wegman's in
66 Northborough, Market Basket in Oxford and the Hannaford in Milford or Uxbridge.

67 The spaghetti supper sponsored by the Firefighters will be back at the Center on May 1st. Tri-
68 Valley has approved the Memorandum of Agreement making this possible.

69 The Center has received a \$100 donation from Joan Sebastian. These funds will be deposited in
70 the new donation account that was recently set up.

71 Tri-Valley's March for Meals/Bake Sale/Raffles will be held on March 19th. Al Vautour, Nutrition
72 Center Manager will oversee the project.

73

74 **OTHER TOPICS:**

75 COA Member Judi Blanchard would like to ask the Town Nurse, Trish Parent if it would be
76 possible to set up a disposal station for used needles here at the Center.

77 Emmett from the State Department informed Janice that she can direct anyone interested in joining
78 the Friends of Upton Elders to the correct individual, but discouraged her from resurrecting the
79 group.

80 COA Vice-Chair Grace Wadsworth inquired about setting up an emergency evacuation plan and a
81 record of those with special needs. Currently when there is an emergency call at Millhaus, the
82 Firefighters knocks on doors and assist individuals in need.

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84 The next Council meeting will be held April 7, 2014 at 9:00am.

85 Meeting adjourned at 9:52am.

86
87 Respectfully submitted,
88 *Myra Bigelow*
89 Secretary